

Professional Licensing Agency
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Real Estate Appraiser Continuing Education Requirements

All actively licensed or certified appraisers shall satisfactorily complete **twenty-eight (28)** classroom hours of continuing education within a two (2) year renewal period, **which must include seven (7) hours of Uniform Standards of Professional Appraisal Practice**, from real estate appraiser continuing education courses approved by the Appraiser Qualifications Board ("AQB") or by the Real Estate Appraiser Licensure and Certification Board ("Board"). The USPAP course must be taken within six (6) months from the date of its new effective date. CE requirements also apply to licensed trainees from the date of initial licensure.

A license or certificate holder initially licensed within the last one hundred eighty-five (185) days of a two (2) year renewal period shall not be required to obtain any hours of continuing education.

The following criteria apply to determine the number of hours:

- A classroom hour of instruction is defined as fifty (50) minutes of each sixty (60) minute hour segment.
- Attendance at the Indiana Real Estate Appraiser Licensure & Certification Board meeting can be counted hour for hour with a minimum of two (2) hours and a maximum of seven (7) hours.
- Credit toward the classroom hour requirement may be granted only where the length of the educational offering is at least two (2) hours.
- Up to fifty percent (50%) of continuing education credit may be granted for participation, other than as a student in appraisal educational programs, as follows:
 - Teaching.
 - Program development.
 - Authorship of textbooks.

A licensee is not entitled to continuing education credit for any classroom hours that were used for required pre-licensure education under 876 IAC 3-3.

The continuing education requirement is to ensure that appraisers participate in educational programs that maintain and increase their skill, knowledge, and competency in real estate appraising.

The board may verify any information concerning continuing education that is submitted by the licensee or certificate holder as evidence supporting the course information. The board may require licensees or certificate holders to provide information regarding the continuing education hours claimed on the individual's renewal. Failure to do so may lead to action under IC 25-1-4-5 or IC 25-1-4-6.

It is the responsibility of each licensee or certificate holder to retain evidence to support the courses taken for a period of three (3) years after the end of the renewal period for which the renewal application is submitted to the board. These records shall include one (1) or more of the following:

- (1) Course attendance verification by the sponsor.
- (2) Certificates of course completion.
- (3) Continuing education attendance history by employer or third party.
- (4) Other evidence of support and justification.